

**STRATEGIC PREVENTION FRAMEWORK STATE INCENTIVE GRANT
(SPF SIG)**

**Evaluation Workgroup
February 20, 2007**

MINUTES

PRESENT: Bob Levy, Chair Jeff Barber Marcia French Harold Kooreman	Kim Manlove Lin Montgomery Rebecca Smith Gary Williams
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Welcome

Bob Levy opened meeting with a welcome.

Approval of Minutes

The minutes were reviewed from January 23, 2007. A motion was made and seconded for the approval of minutes, by members.

Updates Reports

- A. SEOW Report-update on community readiness surveys - Questions pertaining to the program tracking system are still needed, it was suggested to invite Miranda Sptiznagle, Program Evaluator, from IPTC to join the next meeting for more information on the type of software and interface reporting tool for the IBC what source of data is to be used in collecting the survey.
- B. Review outcomes of recent meetings - Harold Kooreman stated there was no concrete form of web-based interface reports. The reminders for the community readiness surveys have been sent out and about 300 responses have been received.
- C. Strategic Workplan/RFS update - Marcia French handed-out and explained "Compensation Schedule A" which was based upon an example, 10 communities being awarded SPF SIG funds. Marcia also provided handouts: "Check List for Communities" and "Capacity Building Checklist". Lin Montgomery asked for a document in regards to a standard statement by Indiana standards. Other changes and comments on handouts were suggested from members of workgroup.
- D. Training/Outreach update - A mandatory attendance is recommended for October 12, 2007, Regional TA workshop training, along with submitting a Letter of Interest.
- E. Review and discuss evaluation documents - Reviewed and made changes in the language of "Capacity Building Checklist". Also discussed the TA organizationally tool and other documents included in the workshop training packets.

New Business and next meeting

Workgroup will have a discussion on reviewing the strategic plan and the implication for an evaluation and how to work on it. Also, discuss what will the evaluation interface on communities will be working with.

The next meeting will be March 20, 2007, at 10:30am.

Meeting adjourned.